

CITY OF SANTA FE

ADMINISTRATIVE MANUAL

Originating Business Unit:

Parks & Recreation



SUBJECT

Low Income Credit Policy	Policy Number 9000-1-2	# Pages 02
	Effective Date 04/14/2003	Revision Date 00-00-0000

1.0 PURPOSE:

- 1.1 The low-income program provides a discount opportunity to individuals and families toward the daily drop-in fees, facility use passes, and class registration fees at City of Santa Fe Parks and Recreation Department facilities.

2.0 APPLICABLE TO:

- 2.1 Low income patrons of the City of Santa Fe Parks and Recreation Department facilities.

3.0 REFERENCES:

- 3.1 City of Santa Fe Code 21-8 Collection of Rates and Charges – Sanitation.
- 3.2 City of Santa Fe, Accounts Receivable – Low Income Credit Application.

4.0 DEFINITIONS:

- 4.1 Affidavit means the Low-Income Credit Application.
- 4.2 City means the City of Santa Fe.

5.0 POLICY:

- 5.1 Individuals and families who patronize the City of Santa Fe Parks & Recreation Department facilities may receive a 50% discount on daily drop-in fees, facility use passes, and class registration fees if the gross annual income of the individual or family does not exceed one hundred twenty percent (120%) of the most recently established federal poverty income level as defined by the U.S. Department of Labor; or if they have qualified for Medicaid services through the State of New Mexico Human Services Department.

6.0 PROCEDURES:


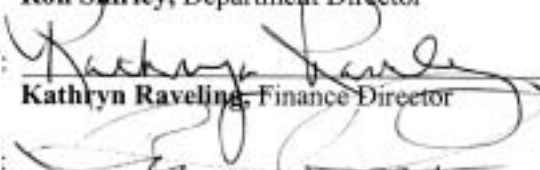
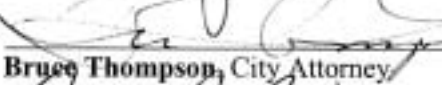
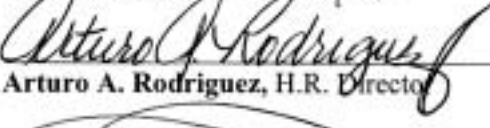
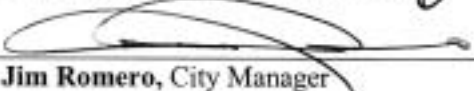
- 6.1 To receive a 50% discount on the daily drop-in fee, the patron must show a current Medicaid Identification Card issued by the State of New Mexico Human Services Department, and proof of identification.
- 6.2 To receive a 50% discount on a facility use pass or class registration fee, the patron must show a current Medicaid Identification Card issued by the State of New Mexico Human Services Department, plus proof of identification; or submit a completed affidavit, in the form of a Low Income Credit Application, along with the last federal income tax return, and copies of two pay stubs from all sources of employment in the household.

- 6.3 The Low-Income Credit Application will be reviewed by either the facility Division Director or Administrative Manager to determine qualification. After the application has been reviewed, it will be kept in a secure and confidential file at the facility.
- 6.4 Once qualified, applicants must re-qualify each time a facility use pass is renewed, or on a six-month basis for class registrations.
- 6.5 If the applicant is determined to qualify for the low-income credit, he/she will receive the standard facility use pass, which must be presented at the front desk of the facility each time the facility is used.
- 6.6 Applicants filing an affidavit requesting the low-income discount consent to any reasonable investigation and substantiation by the City of the facts therein.
- 6.7 The City reserves the right to cancel or limit any low-income credit or facility use for non-compliance with established City policies, regulations, or rules.

7.0 **APPENDIXES:**

- 7.1 City of Santa Fe Parks & Recreation Department, Low-Income Credit Application

8.0 **REVIEW AND APPROVALS:**

- 8.1 REVIEWED BY:  4/8/03
Ron Shirley, Department Director DATE
- 8.2 REVIEWED BY:  4/8/03
Kathryn Raveling, Finance Director DATE
- 8.3 REVIEWED BY:  4/8/03
Bruce Thompson, City Attorney DATE
- 8.4 REVIEWED BY:  4/10/03
Arturo A. Rodriguez, H.R. Director DATE
- 8.5 APPROVED BY:  4/25/03
Jim Romero, City Manager DATE